

Thank you for hosting a discussion group

We've created this digital pack to support you and help make your gathering a success.

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How to Run a Discussion group

Below is a step-by-step guide for running a discussion group: whether that be in-person, online, or sometime after the event takes place.

Hosting In Person

1. Register for the main event at divinerenovation.org/events. During registration, make sure that you check the box "I want to host a discussion group."

2. Find your space and build your team (4 to 5 weeks before)

- Find a space to host your discussion group and make any necessary bookings, keeping in mind how many people you expect to attend.
- For larger gatherings, you may want to think about building a team of people to help you host the event. This might look like someone responsible for **hospitality**, another for **prayer**, and others to be **facilitators** of the discussion.

3. Invite! (4 to 5 weeks before)

- Send out the details of the time and place where you will be hosting your discussion group.
- The event and suggested timeframe for the program is approximately 2.5 hours.
- You may want to think about advertising your event through your parish/organization's newsletter, social media, and website.
- Our digital promotion guide found in the following sections of this document has a suggested marketing timeline you can use to get as many people as possible to attend your event.

4. Prepare your tech (1 to 2 weeks before)

When hosting an in-person discussion group you will need:

- Laptop/Computer
- Strong Wi-Fi connection
- Projector/projector screen
- Speakers

You will want to ensure that everyone attending your event will be able to clearly see and hear the webinar. On the day, you will need to join the webinar via the Zoom link provided, and then project your screen.

If you have a small enough group, you may just want to view the webinar from a laptop or computer.

5. Set up your space (on the day)

- On the day, ensure you have enough seating available and that your space is set up in a way that everyone attending can see and hear the webinar.
- You may want to prepare refreshments in advance.
- When the event begins, use the suggested program (see separate document) included in this downloadable support pack.

6. Follow up (after the event)

- After the event, you will receive a feedback form about your experience of the event and hosting a discussion group. We kindly ask that you send us your feedback via the form that will be emailed to you.

Hosting Online

We want to make sure running an online discussion group is an easy and enjoyable experience for you. We suggest you run it in the following way:

- Have all the discussion group participants register and tune in to the main webinar using the normal webinar registration.
- After the webinar finishes, all discussion group participants will join a Zoom call that you, as the host, will organize. From there, you will facilitate the discussion group.

Here is a guide to organizing your online discussion group:

1. Create a Zoom Meeting

- Set up a Zoom meeting in advance of the event. You will need to send the Zoom Meeting ID and link to all those wishing to attend your online discussion group.
- Be mindful that the timeframe for the event program is 1 hour. If you do not have a paid Zoom account, there is a time limit of 40 minutes for every meeting you host. You will need to either reset the meeting part way through the session due to this time limitation, or use a paid Zoom account when hosting this discussion group.

2. Invite!

- When inviting people to your online discussion group, you will need to provide the link for them to register for the event themselves and provide the Zoom Meeting ID and link for your discussion group.
- Encourage those wishing to attend to come with refreshments/coffee/snacks along to the event to help create an environment of togetherness.
- You may want to think about advertising this event through your parish, community or organization's newsletter, social media, or website.

- Our digital promotion guide found in the following sections of this document has a suggested marketing timeline you can use to get as many people as possible to attend your event.
- 3. Hosting your online discussion group**
- As a host, it is important to ensure that all those who have expressed interest in attending have registered for the event, as well as having the Zoom Meeting ID and link available for those interested.
 - Once you have joined your personal Zoom call, all you will need to do is follow the suggested program (separate document) included in this downloadable support pack.
- 4. Follow Up**
- After the event you will receive a feedback form about your experience of the event and hosting a discussion group. We kindly ask that you send us your feedback via the form that will be emailed to you.

Post-Event Discussion group

If your Parish or group is unable to watch the event live, why not host a discussion group shortly afterwards?

A post-event discussion group can be hosted in-person or online.

In-person

- Instead of watching the video live, you will be able to access the recording of the event via YouTube (for the link, see separate document on *Event Information*). The recording of the event will be accessible there two hours after the live event finishes.

Online

- Hosting a post-event discussion group online, we suggest you schedule a Zoom Call and using [screen share on Zoom](#), a host can share the YouTube version (for the link, see separate document on *Event Information*) of the webinar and the group can watch it together. Once the YouTube video is complete, you can continue with the suggested program. The YouTube video will be accessible two hours after the live event has finished.

Suggested marketing timeline

Prior to Event	Website	Email Newsletter	Social Media
4 weeks	Long-form description (Landing page, news & events section, etc.)	Long-form description (See "Promo Copy" in the <i>Event Information</i> document. Use horizontal graphics)	Short-form description and graphic (See graphics folder and "Promo Copy" in the <i>Event Information</i> document).
3 weeks		Short-form description <i>"In case you missed last week's announcement..."</i>	Short-form description and graphic (See graphics folder and "Promo Copy" in the <i>Event Information</i> document). <i>"In case you missed last week's announcement..."</i>
2 weeks			Short-form description and graphic (See graphics folder and "Promo Copy" in the <i>Event Information</i> document). <i>"Only 2 weeks to go!"</i>
1 week		Short-form description <i>"One week to go! Have you registered yet?"</i>	Short-form description and graphic (See graphics folder and "Promo Copy" in the <i>Event Information</i> document). <i>"One week to go!"</i>
3 days		Short-form description <i>"Last chance to join us at tomorrow's webinar and discussion group on..."</i>	Short-form description and graphic (See graphics folder and "Promo Copy" in the <i>Event Information</i> document). <i>"3 days to go!"</i>

If you have any questions, please contact:
events@divinerenovation.org